

## **SECTION 1 - ADMINISTRATION**

Origin: Administration Committee

Status: Mandate & Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 23 November 2012

Revised: Coordinating Council

Date: 23 November 2018

Revised: Coordinating Council

Date: 15 May 2021

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### **1.12 Mandate of the Resource Centre**

#### **1.12.1 Purpose**

The Territory Resource Centre supports the people of the Territory by providing quality resource material to encourage spiritual growth for all ages. Resource materials include but are not limited to:

- Books
- Educational DVD's and CD's
- Anglican Church Resources:
  - Calendars
  - Desk and Pocket Diaries
  - Orders of Divine Services
  - Directories
  - Seasonal Resources

#### **1.12.2 Coordinators**

The Coordinators will:

- Liaise with parish contact people and provide rotation of books 3 or 4 times each year; respond to individual requests at any time.
- Order, catalogue and maintain an inventory of resource materials; maintain a searchable online catalogue on the Territory website of these Territory assets.
- Develop a bank of books to be given away, except for archival materials and/or those with significant cultural or historical value, which are received from donations of duplicates of catalogued books.
- Write a regular article for the Territory website
- Report to the Bishop and people of the Territory on the progress of the Resource Centre.
- Undertake research on topics as requested.
- Order and distribute Canadian Church Calendars, Diaries, Orders of Divine Service, and Directories.
- Work within the bounds of a budget approved by the Coordinating Council.

- Collect and catalogue sets of educational resource materials parishes have used, to have available for other parishes.
- Liaise with the Ministry Committee in the review and purchase of resource materials.

### **1.12.3 Parish Contacts**

Parish Contacts will:

- Oversee the receipt and return of book boxes between the Resource Centre and the Parish.
- Market Territory resource materials in the parish.
- Communicate with parishioners about Territory books.
- Maintain a suitable space for Territory books to be available to parishioners.
- Contact, close to return time, individuals who have signed out books.
- Facilitate the exchange of books with the Territory Resource Centre near due date.
- Provide constructive feedback to the Territory Resource Centre Coordinator
- Report progress of this ministry to the Annual Vestry Meeting of the parish.

### **1.12.4 General Procedures**

1. Resource Management software shall be used to catalogue the books, with updated software versions installed as required; the license will be renewed annually as applicable.
2. Due dates are generally flexible with a three month borrowing period. After four to five months an “overdue” notice will be sent to the borrower, and follow up communication as required.
3. The Resource Centre budget is approved each year by Coordinating Council; with financial matters handled by the Territory bookkeeper in liaison with the Resource Centre Coordinators.
4. In accepting donations of materials, the Resource Centre reserves the right to either catalogue the material, place in the book bank or find an alternative suitable place.
5. Communications with Parish Contacts are conducted on a regular basis.